

SKILLS MATRIX

Committee name	Audit Committee
Officer reporting	Ryan Dell, Democratic Services
Papers with report	Appendix A: Audit Committee Member Skills Matrix Appendix B: Skills Descriptors Appendix C: Draft Member training plan
Ward	All

HEADLINES

This report is to enable the Audit Committee to review the skills matrix for Members to inform the Training and Development Programme for Audit Committee Members.

RECOMMENDATIONS

That the Audit Committee:

1. Suggests any amendments/ make comments on the Skills Matrix;
2. Suggests any amendments/ make comments on the draft training plan; and
3. Subject to any agreed amendments, approves the Skills Matrix.

SUPPORTING INFORMATION

It is important to provide appropriate and relevant training to all Audit Committee Members to ensure that they have the relevant skills and knowledge to carry out their role within the terms of reference of the Committee. A Skills Matrix and skills descriptors are attached to this report.

Following Members' self-assessment, a draft training plan has been compiled and is also attached.

BACKGROUND PAPERS

None.

London Borough of Hillingdon - Skills Matrix for Audit Committee Members 2023-2024			
Audit Committee Member Name: _____			
Skill/Knowledge/Experience:		Level of Experience	Comments
Area:	Indicator:		
Audit Committees	An understanding of the purpose of an Audit Committee (AC) and the specific remit and responsibility of the AC at LBH.		
Internal Audit	An understanding of the role and responsibilities of Internal Audit in a local authority, including reporting requirements for assurance and consultancy work, as well as statutory powers.		
External Audit	An understanding of the role and responsibilities of External Audit in a local authority, including appointment, reporting requirements, grant claims, value for money and statutory powers.		
Risk Management	An understanding of the purpose of Risk Management (RM), the RM cycle and the LBH RM policy/framework.		
Corporate Governance	An understanding of what Corporate Governance (CG) is and the AC's role in ensuring good CG. Also, an understanding of LBH's CG framework and the purpose of the Annual Governance Statement.		
Anti-Fraud & Anti-Corruption	An understanding of anti-fraud and anti-corruption frameworks and the role and responsibilities of the Business Assurance Counter Fraud Team at LBH.		
Financial Reporting	An understanding of financial strategy and the financial reporting requirements of LBH.		
Please enter details of any other additional relevant areas of expertise not listed above:			

Skills Descriptors	
Skill Level	Description
No Experience	No knowledge or previous experience/ training.
Basic Understanding	A basic awareness of the skill gained from working experience (usually over 1 year) or appropriate training and development. Or where knowledge possessed is not current (more than 3 years out of date).
Well Informed	Practical training and experience (a minimum of 2 years, gained during the last 10 years) in the specified skill or application of knowledge
Specialist Knowledge	Formal training, appropriate qualification (degree or professional qualification) and/or considerable practical experience (3 years or more, gained in the last 10 years) in the specified skill.

Audit Committee Member Training Plan

	Training Session (16:00-17:00)	Topic		Officer
2023-2024	22 November 2023	<i>NO TRAINING</i>		-
	12 February 2024	External Audit	An understanding of the role and responsibilities of External Audit in a local authority, including appointment, reporting requirements, grant claims, value for money and statutory powers.	EY
	30 April 2024	Financial Reporting	An understanding of financial strategy and the financial reporting requirements of LBH.	TBC
2024-2025	08 August 2024	Accounts		James Lake
	21 November 2024	Corporate Governance	An understanding of what Corporate Governance (CG) is and the AC's role in ensuring good CG. Also, an understanding of LBH's CG framework and the purpose of the Annual Governance Statement.	Claire Baker
	12 February 2025	Risk Management	An understanding of the purpose of Risk Management (RM), the RM cycle and the LBH RM policy/ framework.	Stephanie Rao
	30 April 2025	<u>Role of the Audit Cttee</u> Internal Audit Audit Committees	An understanding of the role and responsibilities of Internal Audit in a local authority, including reporting requirements for assurance and consultancy work, as well as statutory powers. An understanding of the purpose of an Audit Committee (AC) and the specific remit and responsibility of the AC at LBH.	Claire Baker
2025-2026	TBC	Anti-Fraud and Anti-Corruption	An understanding of anti-fraud and anti-corruption frameworks and the role and responsibilities of the Business Assurance Counter Fraud Team at LBH.	Alex Brown